

## Operations

### CAP FLIGHT MANAGEMENT

CAPR 60-1, 10 June 2004, is supplemented as follows:

1-3 All Ohio wing Flying Units shall publish written Unit Local Procedures (ULP) to address items specific to the location, but not limited to: Aircraft location, location of required forms and keys, scheduling procedures, fueling and maintenance procedures, and post flight hangaring procedures if applicable.

2-1(g). A copy of the FAA flight plan or CAPF 84 or CAPF 104 as required shall be left at the location of the point of aircraft departure.

2-1(p). Added. Aircraft flown for USAF funded missions are to be utilized in the following order:

1. CAP corporate
2. Member owned
3. Member furnished

Member owned/furnished aircraft may be used only when corporate aircraft are not available to meet mission requirements, or to supplement the use of available corporate aircraft and requires prior authorization by the Wing Commander or his/her designee. Priority for the use of corporate aircraft will follow the mission codes in order from A-1 to C-911.

2-2(d). Added. Except for support of glider operations, prior approval shall be obtained from the Wing commander to operate to and from airfields with unpaved runways. During an actual mission this authority is delegated to the incident commander. Approval will require a minimum runway dimension of 3,000' X 75'.

2-5(b). PIC's requesting out of state proficiency flight(s) (B12 or C17) or out of state unit or higher official conferences, meetings, or maintenance flight(s) (C9) but within the Great Lakes Region, shall submit the request in writing for authorization to the Wing Commander or his or her designee NLT than seven (7) days prior to said flight. The request shall contain the purpose and all aspects of the flight including crewmember qualifications. The duration of any out of state training flight, from start to finish, shall be limited to a maximum of four (4) hours. (EXCEPTION to the four (4) hour time limitation: SAR/DR/DEA and mountain training flights IAW CAPR 60-3.) Flight operations into Wings outside of Great Lakes region, other than those immediately adjacent, require prior written Wing and region commander approval.

2-5(g) Added. Proficiency flights (B12 or C17) within the geographical limits of the Ohio wing shall be limited to a maximum of four (4) hours. (Exception to the four (4) hour time limitation: SAR/DR/DEA and training flights IAW CAPR 60-3.)

2-14(m). Added. In addition to items 2-13(a) through 2-13(l), the Ohio wing Standard Aircraft Information File will include:

1. Ohio wing specific items (policy, procedures, letters, and supplements).
2. Local procedure items (specific to the aircraft/unit assigned).
3. Aircraft safety bulletins.
4. Survival equipment information (equipment onboard, certification dates if required, etc.).

2-15. Prior to any flight, Operational Risk Management (ORM) factors, type of work, duration of the work day, and the impact of weather conditions at work shall be considered.

2-19. Added. **Ohio Wing General Operating Rules.** The following general operating rules apply to all flight activities involving Ohio wing corporate aircraft.

a. Custodial units will ensure all Ohio wing aircraft are equipped as follows:

1. Checklist applicable to the aircraft make and model as determined by OHWG/DOM, DO, DOV, or CC.
2. Pitot tube cover.
3. Gust lock.
4. Carbon monoxide detector.
5. Panel and gust lock.
6. Chocks and tie-down ropes.
7. Survival and first aid kits.
8. Baggage/cargo net.
9. Calibrated fuel measuring stick specifically designed for the specific aircraft fuel tanks along with instructions.
10. GATS Fuel sampling jar

b. When an Ohio wing aircraft is left unattended for an extended period of time, the panel/gust lock must be installed, wheels chocked, and pitot tube covered. Prudent judgment will determine the use of tie-down ropes.

c. Ohio wing aircraft stored overnight will have all access doors locked, wheels chocked, pitot tube covered, panel/gust lock installed, and tied down (if outside) with approved tie-down ropes.

Supersedes OH WG supplement 1, 15 August 2002

OPR: DOV

Distribution:	2 copies each unit	1 copy each Ohio Wing director
	1 copy Ohio Wing/LO	1 copy Great Lakes Region/DA
	1 copy Great Lakes Region/LO	1 copy National HQ

- d. All loose items in the cargo area will be stored under the cargo net.
- e. Removal of any of the aforementioned equipment shall be noted as a discrepancy.
- f. The Pilot Operating Handbook will be placed in an area that is readily accessible to the PIC, without assistance, during all aircraft operations.
- g. The OHWG/DOM will approve and the OHWG/DO will be notified by email of the repositioning of aircraft for maintenance purposes. Every effort will be made to accommodate the custodial unit with assistance in the repositioning. Ohio wing will waive the \$25 or published hourly dry rate for aircraft repositioned for maintenance, however, the custodial unit or the PIC logging the flight will provide the fuel.
- h. Use of the Ohio wing corporate fuel card is authorized for USAF and Ohio wing approved missions only. **Personal use of the Ohio wing credit card, for any reason, including the intent to reimburse Ohio wing, is prohibited.**
- i. All aircraft shall be fuel topped off prior to the beginning of each mission if reasonable to do so.
- j. All pilots are encouraged to use the calibrated fuel stick to determine the amount of fuel on-board when the aircraft has not been fuel topped off.

2-21. Added. **Pilot in Command (PIC) Responsibilities.** The following operational procedures are the responsibility of the PIC.

- a. Obtain the required flight authorizations from Wing CC and/or Wing SD prior to flight.
- b. Perform a crew safety briefing IAW the checklist prior to engine start. Briefing is to include emergency procedures and crew responsibilities for engine fires and failures.
- c. Conduct a post flight inspection.
- d. Upon completion of the flight, contact the Flight Release Officer (FRO) with flight times IAW CAPR 60-1, Paragraph 4-9(b).
- e. Report any maintenance problems to the FRO and note in the discrepancy section of the Aircraft Information File. The PIC and FRO together should determine the urgency of any maintenance considerations and whether or not to notify OHWG/DOM immediately.
- f. Any PIC has the authority to ground an aircraft for maintenance and safety concerns. In doing so, the PIC will placard the decision in a prominent position in the aircraft and notify the FRO and OHWG/DOM.
- g. Check for discrepancies noted in the Aircraft Information File, verify repairs, and determine airworthiness based on the nature of the discrepancy and/or repair.

- g. Assure the aircraft is properly serviced and secured, that all trash and debris is removed, and the windows and windscreen are clean.

2-22. Added. **Flight Clinics and Recurrency.** Pilots are required to attend an Ohio wing flight clinic annually, conducted IAW CAPR 50-11. The flight clinic project officer will forward proof of attendance to OHWG/DOV. Completing a phase of the FAA Pilot Proficiency Awards (Wings) Program or National Check Pilots Standardization Course (NCPSC) will satisfy this requirement. To receive credit, a copy of the certificate shall be forwarded to OHWG/DOV. If attending a Wings program as a substitute, PIC's shall attend an Ohio wing flight clinic at least biannually.

3-2(d)6. Added. Successful completion of a CAPF5 with instruction specific tasks in an aircraft (in an appropriate group).

3-2(d)7. Added. Satisfactorily complete *the National Check Pilot Standardization Course* (NCPSC) within one (1) year after appointment and every four (4) years thereafter.

3-2(d)8. Added. All Instructor Pilots shall complete a minimum of fifty (50) hours of instruction to CAP pilot candidates CAP pilots or CAP cadets before being considered as a candidate for Check Pilot.

EXCEPTION: This requirement may be waived based on Check Pilot need by the Wing.

3-2(f)4. Added. Satisfactorily complete the National Headquarters Cadet Orientation Pilot quiz appropriate for the authorization desired on a biennial basis or more often if the quiz has changed.

3-2(f)5. Added. Be recommended by the pilot's unit commander.

3-2(g)1. Added. The initial CAPF 91 check ride shall be performed with a CFI/CFII rated mission check pilot.

3-2(g)2. Added. Subsequent CAPF 91 check rides may be performed with any mission check pilot IAW CAP regulations.

3-2(h)4. Added. Shall attend a National Check Pilot Standardization Course (NCPSC) and be recommended by the Wing stan/eval officer.

3-2(h)5. Added. Possess a current FAA certified flight instructor certificate.

3-2(i). Added. **Mission Training Pilot.** The following requirements shall be met to be qualified as a CAP mission training pilot in CAP aircraft.

1. Be a highly experienced and qualified mission pilot with a thorough knowledge of current CAP operational and emergency services regulations
2. Have a minimum of 25 mission sorties as PIC and satisfactorily complete a CAPF 91, CAP Mission Pilot Checkout, with instruction specific tasks IAW paragraph 3-9a of this regulation. This check is valid for 24 months through the end of the month in which it was taken.
3. Be designated in writing by the present Executive Director, region or Wing commander or their designee.
4. Shall attend a *National Check Pilot Standardization Course* (NCPSC) and be recommended by the Wing stan/eval officer.

3-2(j). Added. **Chief Check Pilot.** Chief check pilots are approved by OHWG/DOV and appointed by the Wing commander to administer CAPF 5 check flights to Ohio Wing check pilots, and shall meet the following requirements.

1. Be an active CAP pilot at least 21 years of age.
2. Meet the requirements of a check pilot IAW CAPR 60-1.
3. Satisfactorily complete the NCPSC prior to initial appointment and every four years thereafter. Check pilot clinics may be required for additional training at the discretion of OHWG/DOV.
4. The Ohio wing stan/eval officer will designate four chief check pilots with the concurrence of the director of operations and the Wing commander. Additional chief check pilots may be designated based on need.
5. Chief check pilots will be designated annually on an Ohio wing personnel authorization.

3-2(k). Added. **Chief Mission Check Pilot.** Chief mission check pilots are approved by OHWG/DOV and appointed by the Wing commander to administer mission check pilot check rides, and shall meet the following requirements.

1. Be an active CAP pilot at least 21 years of age.
2. Meet the requirements of a mission check pilot IAW CAPR 60-1.
3. Satisfactorily complete the *National Check Pilot Standardization Course* (NCPSC) prior to initial appointment and every four years thereafter. Check pilot clinics may be required for additional training at the discretion of OHWG/DOV.
4. Chief mission check pilots shall have a minimum of 50 SAR/DR missions, actual or training, as PIC and satisfactorily complete a CAPF 91 with a CFI/CFII rated chief mission check pilot.

5. The Ohio wing stan/eval officer will designate chief mission check pilots with the concurrence of the director of operations and the Wing commander. A chief check pilot may be concurrently designated as a chief mission check pilot, if qualified to hold the position.

6. Chief mission check pilots will be designated annually on an Ohio wing personnel authorization.

3-2(l). Added. OHWG/DOV is designated as the approving authority for chief check pilots, chief mission check pilots, check pilots, mission check pilots, instructor pilots, mission training pilots, and cadet/ROTC orientation pilots.

3-5(a). Added. Following the completion of Level 1, *CAP Senior Member Orientation*, and CPPT, *Cadet Protection Policy Training*, an initial CAPF 5 check administered by a check pilot shall be satisfactorily completed prior to designation of a CAP member as a CAP pilot.

3-5(d). Chief check pilots are designated by the Wing commander to administer check pilot flight checks as provided in CAPR 60-1 paragraph 3-5(d).

3-5(f). All CAP pilots shall satisfactorily complete the NHQ/CAP Cadet Orientation Pilot quiz on a biennial basis if Cadet Orientation Pilot privileges are requested. All CAP pilots shall satisfactorily complete the SSF/NHQ/CAP Tow Pilot course and quiz on a biennial basis if tow pilot privileges are requested. All CAP pilots shall successfully complete the SSF/NHQ/CAP Wing Runner course and quiz on a biennial basis if glider flight privileges are requested.

3-5(j). Any pilot from another Wing, who transfers into, visits, or resides in Ohio wing on a temporary or permanent basis, shall complete a familiarization flight with an Ohio wing check pilot prior to conducting flight operations. If the pilot is mission qualified, then the check pilot shall be a mission check pilot if the member wishes to conduct mission flight operations. The Wing stan/eval officer, director of operations, or Wing commander may grant a written waiver in exceptional circumstances.

3-6(a). Ohio wing cadets may receive flight training at an Ohio wing flight encampment/academy or on an individual basis. If on an individual basis, the cadet shall submit a completed CAPF 31 and unit commander recommendation for OHWG/CC approval. Approval will be based upon policy established by the director of cadet programs, Ohio wing cadet advisory council, and the Wing commander.

4-5(e). Added. All FRO's are required to attend an Ohio wing flight clinic annually, conducted IAW CAPR 50-11.

4-6(a)3. The Ohio wing Commander shall obtain a flight release IAW CAPR 60-1, par 4-1.

4-6(d). Added. FRO's not releasing a flight during the month will complete a CAPF 99 using the words **NEGATIVE REPORT** at the top of the form. Unit commanders may consolidate a negative report by listing the names of the FRO's who did not release a flight.

4-6(e). Added. The FRO shall, by the 5<sup>th</sup> of each month, forward the CAPF 99 by e-mail or FAX to the Wing DO or his/her designee. FRO's will not be required to forward CAPF 99's to CAP/LO.

4-9(a)1. Unit commanders shall not designate themselves as an FRO.

4-9(a) 6. Added. Group commanders may designate unit commanders as FRO's. The Wing commander will designate group commanders and qualified personnel assigned to GLR-OH-001 as FRO's.

#### **ATTACHMENT 5, Administration of CAPF 5/5G Flight Checks**

1e. The applicant will contact the unit operations officer and provide a copy of the following documentation.

1. Pilot certificate.
2. Current medical.
3. CAP ID
4. Completed and graded form 5 written examination or certificate of completion.
5. Completed and graded Cadet Orientation Pilot quiz or certificate of completion if Cadet Orientation Pilot authorization is required.
6. Completed graded SSF/NHQ/CAP Tow Pilot Course and quiz or certificate of completion on a biennial basis if Tow Pilot authorization is required.
7. Completed and graded SSF/NHQ/CAP Wing Runner Course and quiz or certificate of

completion on a biennial basis if glider flight privileges are requested.

8. CAPF 5 with completed identifying information.

9. Aircraft questionnaire.

10. Statement of understanding, if initial check ride.

The unit operations officer will check the documentation, sign the form 5 and approve the applicant contact an authorized check pilot.

3d. Added. In order to more accurately develop a trend analysis as required by the Statement of Work, non-critical items of the flight check will be graded as **S (satisfactory)**, **S2 (satisfactory with discussion)**, or **U (unsatisfactory)**. **Critical items will be graded as S (satisfactory) or U (unsatisfactory).**

3e. Added. Critical items are those items in the flight check requiring skills proficient enough to avoid damage to the aircraft, injury, or death. Critical items on CAPF 5 are: **section V- items A through D, section VIII- item C, section XI- items A and C, section XII- items A through F, section XIII- item B, and section XIV- item H.**

3f. Added. OHWG/DOV will track and monitor the results of all CAPF 5 check rides, develop a trend analysis, and report the findings to CAP NHQ/DO and CAP-USAF GLLR/DO.

4a(4) Added. Upon completion of the CAPF 5 check ride, the check pilot will forward a copy of the CAPF 5, aircraft questionnaire, and, if an initial check ride, the statement of understanding to OHWG/DOV.

#### **ATTACHMENT 6, Administration of CAPF 91 Mission Flight Checks**

4a(4) Added. Upon completion of the CAPF 91 check ride, the mission check pilot will forward a copy of the CAPF 91 to OHWG/DOV who will provide a copy to OHWG/DOS.

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